

California Department of Veterans Affairs

“Honoring California’s Veterans”



Classification: ACCOUNTING TECHNICIAN
Permanent Full Time

Salary: \$2551.00-\$3103.00 per month

Location: Veterans Home of California-Barstow
100 E Veterans Parkway
Barstow, CA

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Applications will be screened and only the most qualified will be interviewed. **SROA PROVISIONS APPLY.**

Duties and Responsibilities: Under the general direction of the Chief, Medical Administrative Services, or designee, the incumbent will perform a variety of tasks including but not limited to: Performs daily operation of the Cashier’s window and balances cash drawer(s) daily; Posts daily cash receipt(s) and disbursement transactions to General Ledger accounts in MEDITECH; Reconciles cash control account daily and prepares daily bank deposit; Maintains check logs and checking account registers for Post Fund, Member Trust Fund, Revolving Fund and General Fund; Maintains accounting control records for encumbrances and expenditures; Performs all specified payroll functions at the Home; Distribute the master, overtime and intermittent payrolls from Sacramento; Type and release garnishments; Communicate with Human Resources on release of warrants and problems with warrants; Provides back-up coverage or assistance in other areas of accounting to maintain daily deadlines.

Desirable Qualifications:

- Dependable, reliable, ability to work independently and be well organized.
- Possess good communication skills and maintain good working relationship with staff and residents.
- Proficient understanding of MEDITECH, spreadsheet applications and QuickBooks.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Veterans Home of California- Barstow
100 East Veterans Parkway
Barstow, CA 92311

Inquiries:

Voice: (760) 252-6282
TDD: (760) 252-6234

NOTE: In line #12 of the State Application, You must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: July 02, 2007

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. "PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS". IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

RELEASED: 06/18/07